

SAMPLE * FINAL VERSION MUST BE SIGNED AND ON DEPARTMENT / UNIT LETTERHEAD

December 8, 2014

Re: Smith, Yolanda, applicant for TN (Treaty NAFTA) status.

To Whom It May Concern:

This letter is being submitted to request TN status on behalf of Dr. Yolanda Smith, a citizen of Mexico. Dr. Smith has been offered a temporary position with the University of Oregon that meets the qualifications for the NAFTA Appendix 1603.D1 profession of **Research Assistant**. This position, to be compensated at a rate of \$ _____ per _____, is anticipated to begin on _____ through _____ with the possibility of extension beyond that date. Her salary will be disbursed through standard UO payroll procedures.

More specifically, Dr. Smith will be employed as a research assistant with the _____ lab in the Department of _____ at the University of Oregon, a postsecondary institution of higher education.. [*Describe department and/or research lab name, purpose, research aims / functions.*] The position of research assistant requires Dr. Smith to [*describe job duties of research assistantship.*]

Dr. Smith is eminently qualified for this position. She received a [*describe master's and doctoral degree credentials, and where they were obtained*] and as such exceeds the minimum requirement of a baccalaureate degree. She also has employment experience directly relevant [*describe, briefly, relevant work history / other skills*] to the position, making her especially qualified for this position.

We appreciate your support in granting favorable consideration to Dr. Smith's position.

Sincerely,

Supervisor or Department Head Name
Title